Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement

Social Services Program Coordinator
CONTRACT POSITION

Position Open: February 02, 2022 **Position Close:** Until Filled

Salary Range: **$15.00 - $16.00** an hour **24** hours per week during the hours of 8 a.m.-4:30 p.m. Monday - Friday

Location: IDD Waiver/Support Coordination

Position Description:

Develop written Plan of Services and Supports for each person in assigned caseload. Assist persons in locating and gaining access to all services on the Plan of Services and Supports. Link families with Diagnostic Services and assist in arranging assessments for continued eligibility. Monitor all services outlined on the Plan of Services and Supports at least monthly for continued effectiveness and appropriateness by reviewing information submitted by service providers. Conduct quarterly face to face assessments of each person both in the home and services setting. Document all contacts with families/persons, providers, etc. regarding coordination of services. Determine person's continued eligibility for Community Support Program on an annual basis. Must be able to learn and utilize various computer programs to input all information related to service coordination.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

Typically requires a Bachelor's Degree and 0-2 years experience. Applicant must have a valid Mississippi Driver's License and a safe driving record as outlined in the Ellisville State School Safety Manual. Must have use of personal vehicle to conduct on-site visits.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call 601-477-5625.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.

Ellisville State School is an Equal Opportunity Employer